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ABSTRACT

The intent of this manual is to provide an overview of approaches to grant proposal preparation, tips on standard methodological procedure, and the development of a research plan when applying for funds from public and private sources. It includes a skeletal outline of the elements normally required in research proposal preparation, which include an abstract, a summary of facilities available, the budget necessary to carry out the desired research project, a list of faculty personnel and their qualifications, and a narrative account of relevant research, purposes and objectives of the proposed study, description of procedures, and the usefulness of the proposed research findings. Written for use by faculty members at Texas Southern University, this manual also outlines the proposal review procedures for that institution. (Author/DS)

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A MANUAL ON PROPOSAL WRITING & RESEARCH TECHNIQUES

Texas Southern University
Urban Resources Center

Linda E. Brown
Professional Development Division

June 1976

EA 009 180

A MANUAL ON

PROPOSAL WRITING &

RESEARCH TECHNIQUES

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FORWORD

The faculty of every educational institution should constantly strive for intellectual revitalization through research, the exchange of information, fellowship and grant opportunities; through the exchange of positions with other institutions, as many at Texas Southern University are already doing. It goes without saying that the faculty of every college and university can improve its professional capability both through personal pursuits and/or its own creativity and specialized projects initiated by the institution. Through funds made available under the Advanced Institutional Development Program (AIDP), the Urban Resources Center (with assistance from the Office of the Vice President for Academic Affairs), chose as one of its programmatic functions a "professional development" subactivity. Operating as one of three major activities of URC under the AIDP program, the Professional Development component is a mechanism through which faculty and staff members are encouraged to participate in various activities considered capable of increasing their levels of professional competency. One of its major aims is to provide current data on grants, fellowships, research opportunities, attendance at professional meetings, participation in community-based programs, and proposal preparation.

This *Manual on Proposal Writing* has been prepared in response to numerous requests we have received for assistance in proposal writing, budgetary matters, and the preparation of research grant applications. Its basic intent is to provide an overview of approaches

to proposal preparation, tips on standard methodological procedure and the development of a research plan when applying for funds from public and private sources. The information included in this volume, though skeletal in form, is designed to augment existing efforts in faculty research and development on campus and to orient newcomers to the requirements and procedures in applying for funds to support academic research and related professional activities. To this end, it is felt that this manual can provide a most useful service.

Our intention is to regularly update this Manual so that it will continue to reflect rapidly changing research procedures and emerging professional opportunities as they are made available to us. We welcome suggestions for improvement and other comments from faculty, staff, and administrators.

URBAN RESOURCES CENTER
Texas Southern University
May, 1976

Linda E. Brown
Director
Professional Development
Component

GENERAL INFORMATION

The Urban Resources Center, organized in 1972, is a non-governmental nonprofit research, planning, and community development component of Texas Southern University. Operating under the directorship of Naomi W. Lede', the URC has five basic responsibilities related to its purposes and objectives. These responsibilities include the following:

> *The task of organizing and coordinating all university involvement in urban-related activities and community affairs;*
>
> *Cooperating with community organizations and agencies in developing new programs and services for the community;*
>
> *Providing the necessary liaison between the University and public as well as private agencies, governmental units, the business community and industry;*
>
> *Conducting research and feasibility studies on a variety of urban issues, including housing, transportation, health, employment, crime, education, income distribution, land use and land ownership, community development, cost-benefit analysis, urban politics and metropolitan governance; policy planning;*
>
> *Disseminating information to the general public and interested agencies and individuals concerning developments in urban communities of Houston; the University's role and involvement in urban affairs.*

The Urban Resources Center works closely with government officials at the local, state, regional, and federal levels; community groups, colleges and universities, public and private organizations and agencies in its efforts to gain greater insight into urban problems and alternatives to ineffective policies and procedures. It is committed to the belief that the resolution of urban problems will come through a concerted and continuing effort to bring the human

resources of the community, diverse human talents, and monies together to effect strategies for extricating the less fortunate from their impoverished conditions.

The Urban Resources Center functions as an extension of Texas Southern University's involvement in problems of the central city and the larger metropolitan area. It collects, analyzes, and disseminates information on crucial urban issues. Through its very excellent research program, the Urban Resources Center provides a valuable service to communities, particularly black areas. Socioeconomic and demographic data on urban communities are available; research findings on critical urban problems, future planning and growth are made available to the general public through publications, public forums, seminars, and institutes as well as press briefings.

The Urban Resources Center carries out its major research functions, professional development activities, experiential learning (public service internships), community organization and development, and general instructional activities by utilizing a core staff of twelve (12) professionals and twenty-five (25) graduate interns (including University Year for Action - UYA Volunteers), augmented by qualified consultants in the more technical sciences, and the social and behavioral sciences.

We are pleased to make the information in this manual available to the university faculty, staff, and students; to interested institutions and agencies.

TEXAS SOUTHERN UNIVERSITY
Houston, Texas
May, 1976

Naomi W. Lede'
Director
Urban Resources Center

I. GUIDE TO PROPOSAL PREPARATION

Introduction

This guide to proposal preparation is intended to aid faculty and staff members in the preparation of preliminary applications for funds to conduct research, seminar, and related activities; to prepare full proposals for submission to funding agencies. A great deal of emphasis is placed on significance, impact, and evaluative criteria.

The major aims of this guide is to encourage greater participation by the faculty in programs of research funded by public and private sources and to assure that the resources of the University are effectively brought to bear on problems relating to social welfare, science, technology, and the humanities. Its targets are faculty members dedicated to scholarly research and the creative application of new teaching methodologies based on factual data. These aims and objectives augment the overall development of the Professional Development component of the Urban Resources Center as an Advanced Institutional Development (AIDP) sub-activity.

These specific objectives guide the action of professional development activities as perceived by the Director and staff in the Urban Resources Center:

> *To stimulate relevant, high quality and innovative research in various disciplines of the University for the purpose of creating new concepts, curricula changes as dictated by findings, techniques/teaching methodologies, and knowledge;*

To facilitate participation in faculty research by faculty members in all academic disciplines and to encourage interdisciplinary efforts as dictated by research problem-solving;

To encourage faculty members to apply for funds made available under a variety of public and private sources; to encourage faculty attendance at professional meetings and institutes. (NOTE: The Professional Development area of the Urban Resources Center sends out composite information on various opportunities to faculty members periodically. For additional information, call URC);

To assist faculty, staff, and graduate students in proposal preparation through the utilization of their professional talents, experiences, and modern tools of analysis.

The Professional Development component of URC -- through the dissemination of current information on research and other professional opportunities -- serves as the catalytic force to stimulate academic growth within and outside the University. It encourages joint research involvement between schools and departments. A great deal of our efforts are based on evidence which tends to suggest that emerging trends in higher education seem to reflect the need for interdisciplinary balance in problem-solving. To this end, a synergism between various disciplines would be a desirable course to pursue.

Technical Proposal Outline

In EXHIBIT 1, we present a skeletal outline of elements normally required in proposal preparation. Although some funding sources require additional information, the outline included represents general requirements for proposal preparation.

EXHIBIT 1

TECHNICAL PROPOSAL OUTLINE

First Section: Summary Cover Sheet

I. Title page (use forms included in guidelines of funding sources)

A. University, city, and State

B. Title of proposed research or seminar/institute

C. Name & signature of project director or principal investigator

D. Name & signature of contracting officer

E. Duration of activity (proposed beginning and ending dates)

F. Total budget, including federal funds requested (if required)

G. Endorsements (if required)

H. Date of Transmission

I. Name and address of fiscal officer (if required or different from contracting officer)

II. Summary Budget Page

A format is usually provided for this page. The position of the budget in the proposal varies from agency to agency. Most funding agencies place the budget page at the end of the proposal, with a summary budget included on the cover sheet or immediately following cover/title page. The U.S. Department of Transportation (DOT) is a case in point.

III. Abstract

A. The abstract occupies a "single page." Basically, it:

identifies the proposal

summarizes the contents concisely and simply

briefly list problem study and objectives

provides information to justify research need

IV. Narrative

A. The narrative portion of the proposal represents the "main body of the proposal. Specific requirements include the following:

1. Problem definition and review of literature (include pertinent studies)

2. Purposes and objectives of research, seminar, etc.

3. Description of procedures or approach to solving problem.

4. Implementation plan of research results or use to be made of findings.

V. Qualifications of principal investigator(s) and key participants in project.

A. Include a resume (emphasis should be placed on those accomplishments capable of establishing research capability and expertise in the field or discipline related to research problem. Personnel are listed by title, position, name(s) (if available), time and responsibilities in the project.

B. Non-faculty personnel should also be identified.

VI. Budget and Facilities

A. Budget (include justification for cost)

B. Facilities (describe and indicate whether their use has been approve

Exhibit 1, with some variations as dictated by special requirements of some funding agencies, is recommended as a general format for proposal preparation. It is important to remember that the proposal document must contain substantive information directly related to the research topic. A detailed explanation regarding this significant suggestion is found in the next section. Various elements outlined in Exhibit 1 are explored further.

The Proposal Document (Explanatory notes on parts of outline in Exhibit 1).

The proposal document is a communication instrument which will be evaluated by a staff of the funding agency and "field readers" or consultants selected for their research expertise, general knowledge, and other experiences in the field. It is important to remember that your proposal represents the only contact the reviewers will have with you. This means that the document must be well written, and capable of standing on its own merits. If it fails to convey the substance of the proposal, reviewers will not be able to understand the basic rationale of the design -- the meaning or intent of the research proposal.

Research proposals may be rejected if they are not clearly written. A faculty member is advised to ask colleagues and individuals not so close to the problem (but with some expertise in the area studied) to critically evaluate the proposal before it is submitted. This will assist the Principal Investigator (PI) and/or initiator of

the proposal in determining whether it communicates well.

Several suggestions may be useful in developing research plans and making grant applications for funding. These include the following:

A. *Tie the relevant literature to the proposed objectives. The literature review does not have to be exhaustive, but should contain the most pertinent related studies. In reviewing related studies, the principal investigator should be careful to delineate the problems in previous findings.*

B. *Do not attempt to attack a problem in global fashion. Do not present too many research questions. The scope of the study should be limited so that it can be completed within the time span indicated or funds requested.*

C. *Use direct language, presenting the proposal in a straightforward manner and making sure that the ideas are clearly presented. Avoid the use of slang and/or other educational jargon.*

D. *Outline the proposed research procedures carefully. For instance, if the project involves the application of an experimental treatment of students, describe the characteristics of the sample, how members will be selected, the experiences to which they will be exposed, and how the evaluation will be used to determine the effectiveness of the experimental treatment. Included also should be the description of activities and statement of expected outcomes.*

E. *Be sure that the proposed research has an integrity in and by itself. If the problem has already been examined by others, there is need to look for new dimensions to the problem or to replicate with diverse population groups.*

The recommended format (shown in Exhibit 1) need some clarification.

The Abstract occupies a single page, identifies the proposal, and summarizes the contents concisely. The abstract should be written in language understandable by an informed layman. *It is extremely important that the abstract gives a clear, succinct summary of the research effort.*

The Body of the Proposal or the Narrative communicates the principal investigator's plan and the rationale for the proposed research. It should be clear, concise, and complete. Three parts usually comprise the body of the proposal. These include: *Problem and objectives; description of activities or procedures, the use to be made of findings or implementation statement,* and the *budget.*

1. Problem and objectives - The first part tells why the research or related activity should be undertaken. It includes a statement of the problem or purposes, review of literature and related research, concise statement of objectives, or any information necessary to establish a sound rationale.

2. Description of Activities or Procedures - This part tells what is to be done, when, and how. It is the basis for determining the degree to which the proposed activity can be expected to accomplish the objectives or satisfy the need set forth in the first part of the proposal body. It delineates procedures, outlines program arrangements, describes materials to be produced, or otherwise explains how the activity leads to results and how evaluation will be accomplished.

3. Implementation or Use to be Made of Findings - This part of the proposal tells how the results of the activity may be disseminated and/or implemented, what contribution to education and other fields can be expected, and what steps should be followed.

4. The Budget - The budget section of the proposal starts on a new phase of the proposal. Personnel and facilities are a major determinant of capability. Personnel should be listed by name, position, title, experience, responsibilities within the project, percentage of time committed to the activity, and the extent to which this commitment has been assured. Consultants for the project should be similarly identified. It should be noted that some funding agencies look with disfavor upon principal investigators who utilized too many consultants. In more technical areas, consultative assistance is approved. When this occurs, the application should describe the type of consultative assistance required.

   Facilities should also be described and the extent to which their use has been assured should be indicated.

   The budget section of the proposal should show reasonable estimates and be detailed enough to show careful analysis

of expected cost. The most important step in budget preparation involves securing a clarification from "Grants and Contract Officers" - (at TSU, Mrs. Hazel Biggers occupies this position) on indirect costs computations.

Local contributions on cost sharing is required on all grants. While not necessarily a measure of the project's soundness or potential worth, local contribution is considered evidence of local interest and commitment in the proposed project or activity.

The budget section should include an outline of the sources and amounts of non-Federal support and any conditions upon which this support is contingent.

5. Appended Items - Most guidelines for proposal writing place limits on the number of pages. However, project directors or principal investigators can submit supportive information in the appendices. Examples include vitae on faculty associates, letters of support from cooperating agencies, and instruments of investigation such as questionnaires or interview guides. *IT SHOULD BE NOTED THAT APPENDED ITEMS MAY BE ADDED, BUT THEY SHOULD NOT CARRY THE BURDEN OF THE REQUEST FOR SUPPORT.* The main body of the document should demonstrate the principal investigator's capabilities for carrying out the project.

Review Procedures

Proposals are received by agencies and generally assigned identification numbers and processed thrcugh staff review. Following staff review, proposals which show promise of contributing to educational improvements and are within the scope of research programs as specified in priorities of agencies are reviewed by specialists outside the government.

Some agencies include special cards (at least two) which are utilized in notifying persons of the final recommendations regarding their project. An example is included below:

ANNUAL SOLICITATION FOR RESEARCH AND SEMINARS
UNDER THE PROGRAM OF UNIVERSITY RESEARCH

To be filled out by the Department of Transportation:

Date Received: _____ Proposal No. _____

To be filled out by the Proposer:

Proposal Title: _____

_____

Criteria for Evaluating Proposals

Research proposals in many fields or disciplines may qualify for support by various funding agencies. Some projects may deal with programs or practices designed to bring about desirable educational or social change; others may investigate factors related to the change process itself; and still others may be involved in resolving educational and social issues of broad concern. In recent years, studies and proposed research projects have incorporated urban system methodology, activity models, and research-related activities as part of their research interests. By "research-related" we mean those activities designed to develop materials and improve instructional practices in general and specific areas; assessment and evaluative efforts.

Criteria for evaluating proposals are generally the same for all projects. The more widely used criteria include the following:

1. *Educational significance*
2. *Soundness of design, procedure, or operational plan*
3. *Adequacy of personnel and facilities*
4. *Economic efficiency*
5. *Professional merit of the proposed research*
6. *Relevance to priorities set by agencies*
7. *Other specific criteria, as appropriate.*

Submission Information and Procedure

Any accredited nonprofit institution of higher education within the United States which offers baccalaureate and/or graduate degrees may submit proposals for research support. Special opportunities are available through some grants and fellowships for individual faculty members.

Specific instructions are provided in guidelines for most projects regarding deadlines, the number of copies, and general instructions for preparing the proposal document.

Other Information/Requirements

Special conditions are outlined in guidelines for proposal submission to funding sources. Special conditions applicable to supported research activities involve the release of materials, data collection instrument, the use of human subjects, clearance, patent and copywright policies. Information concerning these should be carefully read before the proposal is made.

Fiscal and Progress Reports

Each grantee is required to submit comprehensive technical and/or progress reports at appropriate points during the course of the research as specified in the contract. A final technical report is due at the end of the grant period.

In addition, periodic fiscal reports are required as specified in the contract. Each person or institution receiving grants should not only submit this report to the funding agency, but such reports should be shared with the appropriate offices on the university campus, including "grants and contracts", any in-house approving committee, and the Director of Federal Programs on campus.

Receipts, requisitions, and related materials should be kept in the Office of the principal investigator as well as the Fiscal Office on campus. OFten, duplicate records prevent frustrations when accounts are audited. Accounting and related records pertaining to expenditures under contracts are subject to inspection and audit by representatives of state and federal agencies. Generally, individuals or institutions are notified as to the date or period of the audit.

Contractors (institutions) must maintain adequate accounting records to permit preparation and disclosure of required data on each research contract. It is recommended that rapport be established with fiscal and grants persons on campus so that there is a sharing of information relative to the grant.

Assistance in Proposal Preparation

The Urban Resources Center staff is available to assist individual faculty members in the development of proposals for submission to granting agencies. Also available from the Director of Federal Programs and the Office of Grants and Contracts is professional assistance on fiscal policy and budget preparation.

The Office of Institutional Research has published the first series of statistics on Texas Southern University. Director Frank Black can make available to you certain facts concerning the academic constituency, enrollment figures, financial resources, and special institutional information. The title of the document is TSU Factbook. For copies, contact the Office of Institutional Research on the Texas Southern University campus.

The Office of the Director of Federal Programs on campus can provide information on current active grants in Texas Southern University. Dr. John S. Lash is available upon request to advise faculty members concerning existing research projects and opportunities for federal funding.

The Office of the Vice President for Academic Affairs is available for consultation on proposed research projects. Dr. Robert J. Terry is chairman of the committee which reviews proposals before final submission to funding agencies.

The Faculty Research Committee provides small grants for those faculty members interested in supplementing existing research

projects or conducting small projects. Information relative to the limit on grants and deadlines for proposal submission can be obtained from the Chairman of that Committee, Dr. Joseph Jones, Dean of Graduate School.

Members of the Faculty Research Committee in Texas Southern University are:

Joseph Jones, Chairman	*Roberson King*
Leon H. Belcher	*Naomi W. Lede'*
Herman F. Bostick	*Walter J. McCoy*
Sumpter L. Brooks	*Carlton Molette*
Jesse Gloster	*Patrick R. Wells*
Joshua Hill	*John H. Williams*
Erma B. Jones	

Review of Proposals by Faculty Research Committee: Each proposal submitted to the Faculty Research Committee (FRC) is carried through the following steps:

STEP 1. *The Executive Secretary (Graduate School Secretary) determines whether the proposal satisfies basic criteria (this may be secured from the Office of Chairman of the Faculty Research Committee). If unsatisfactory, the proposal is returned to its author with a memorandum indicating needed changes.*

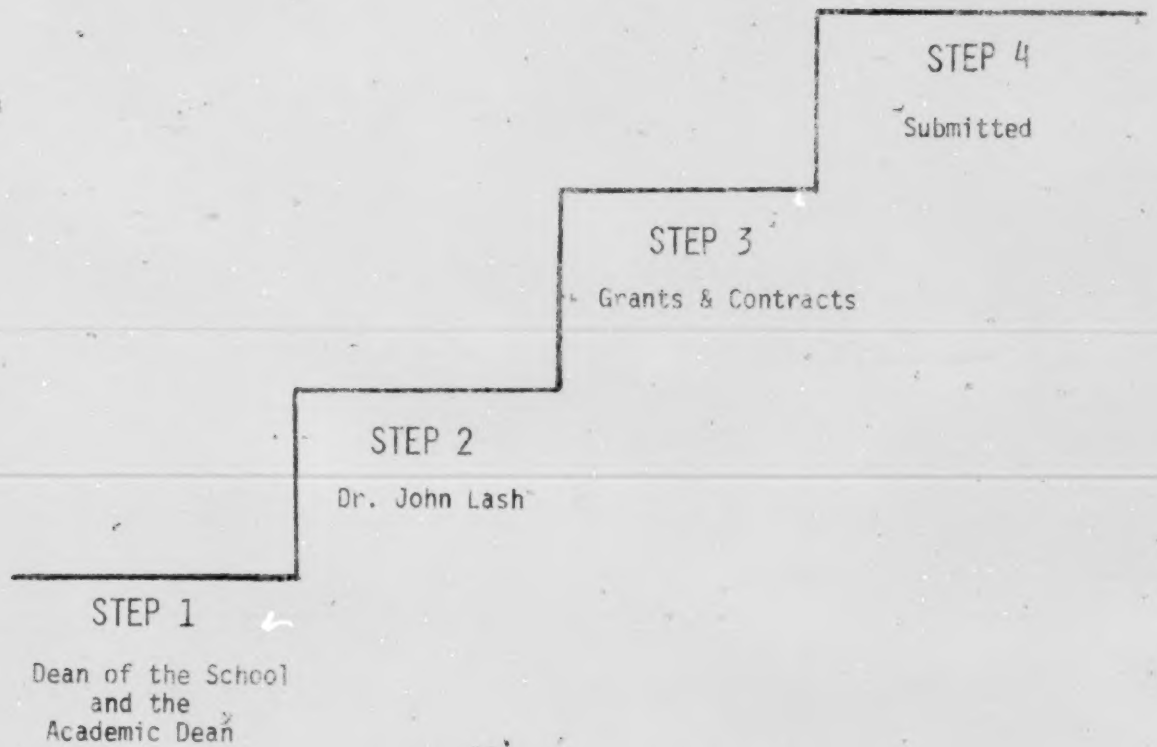
STEP 2. *Copies of the proposal are transmitted to the Chairman of the Faculty Research Committee. The Chairman or Chairwoman sends a copy to each member of the Faculty Research Committee for review prior to consideration for funding. Consultants selected from the faculty on the basis of his or her expertise in the field of the proposed research may be asked to evaluate the proposal if it is determined that such expertise is not found among members of the Faculty Research Committee. Proposals are evaluated in terms of the significance of the problem to the field and the quality of the research design.*

STEP 3. *The Faculty Research Committee considers the proposal, along with the consultants' reports as to: significance of the problem, personnel and facilities, soundness of the research design, economic efficiency of the project, and available funds.*

STEP 4. *The Faculty Research Committee recommends appropriate action.*

Faculty Research Committee Proposals vs Proposals to Other Funding Agencies:

The above steps involve submitting proposals to the Faculty Research Committee (FRC) only. A different procedure of review is used for proposals submitted to outside funding agencies. Steps involved in this process include the following (subject to change from the administration):



APPENDICES

A. SAMPLE OF ABSTRACT (Exhibit A)

B. SAMPLE WORK SHEET FOR BUDGET (Federal Support Only)

C. BUDGET FOR ONE YEAR (Some funding agencies' formats vary where both Federal and Non-Federal costs are involved)

D. BUDGET EXPLANATIONS OR SUPPORTING SCHEDULE

APPENDIX A. Sample Form for Abstract

ABSTRACT

The proposed nine-month study will seek to identify and review legal cases pertaining to the location and operation of an integrated utility system which aims to provide energy, water and waste treatment facilities, and residual and re-cycled energy for heating and other utilities through a "total system." The judicial review of cases and related legal opinions will be documented for particular areas of interest such as zoning, building codes, deed restrictions, public and private utility companies.

A systems cost matrix will be developed using the component elements of the integrated utilities facility. A cost-benefit analysis calculated on the basis of tangible and intangible benefits such as spatial externalities and related derivative problems will be used to arrive at total expected cost of the facility.

Both phases of the project will be combined to yield planning data and alternative strategies for insuring the effectiveness of the demonstration project.

Project Cost Estimates
(Federal Support Only)

Project director_____ Institution or agency_____

Proposed duration: (Mos.)_____ Starting date:____ Ending date:_____

A. DIRECT COSTS		
Personnel Salaries*	51**	
Employee Benefits (charged as direct)	52	
Travel	53	
Supplies and Materials	54	
Communications	55	
Services		
Duplicating and Reproduction	56	
Statistical	57	
Testing	58	
Other	59	
Final Report Production	60	
Equipment	61	
Training Program Costs***		
a. Trainee Support Costs	62	
b. Institutional Allowance	63	
Other Direct	64	
Subtotal, Direct Costs	65	
B. INDIRECT COSTS	66	
C. TOTAL COSTS (Federal Support)	67	

*Consultants: Show rate and number of days under Personnel, transportation and per diem under Travel.

APPENDIX C

FIRST YEAR (FY 1974 BUDGET)

From June 1, 1974 thru May 31, 1975

	TOTAL MAN-HOURS	TOTAL ITEM COSTS (Dollars)
A. SALARIES AND WAGES		
1. Faculty Personnel		
a. 1 Principal Investigator.....	12mos - 50%	$ 9,000.00
b. 2 Faculty Associates	12mos - 25%	6,000.00
Subtotal		15,000.00
2. Non-Faculty Personnel		
a. 2 Non-Faculty Professionals..	12mos -100%	18,000.00
b. 3 Graduate Students	9mos - 50%	8,100.00*
c. 2 Pre-Baccalaureate Students	9mos - 37.5%	3,600.00*
d. 2 Other Personnel	12mos -100%	13,200.00
Total		57,900.00
B. STAFF BENEFITS 5.8 % 57,900 (Overhead included in Item K)		3,358.20
C. TOTAL SALARIES, WAGES, AND STAFF BENEFITS (A&B).....		61,258.20
D. PERMANENT EQUIPMENT - 1 typewriter @ 500 1 calculator @ 300		800.00
E. EXPENDABLE EQUIPMENT AND SUPPLIES		500.00
F. TRAVEL - Included in Item 1		
G. PUBLICATION COSTS - Included in Item 1		
H. COMPUTER COSTS (If charged as Direct Costs)		1,000.00
I. OTHER COSTS (Interviewing)		11,325.00
J. TOTAL DIRECT COSTS (C through I)		74,883.20
K. INDIRECT COSTS 23.4 % 74,883.20		17,522.67
L. TOTAL PROPOSAL COSTS (J through K)		92,405.87
M. COST SHARING BY THE UNIVERSITY		17,522.67
N. MATCHING SHARE OF THE COOPERATOR - N/A		
O. TOTAL COSTS TO DOT (Subtract M & N from L)		74,883.20

CONTINUATION OF EXHIBIT I - SUPPORTING SCHEDULE

COST ITEM	DETAILED COST CALCULATION
K.	OTHER COSTS — List the detailed calculations of Other Costs. For consultants, list name, daily rate and a short statement on why they are required. Use of consultants is not encouraged.
$1,000	Estimates for use of IBM 370-155 or CDC 6600 computers for multivariate analysis; key-punching will be done at TSU.
11,325	This item cost (interviewing) represents a cost estimate for 500 interviews and is considered to be moderate in the light of the location of selected study areas. About 50 percent of interviewing will be conducted in the region; thus involving more mileage for travel (Item F). 45 students will be paid during interviewing period only. Overall costs in this estimate show an average of $22.65 per interview. This average estimate represents a composite cost for the following activities: preparing listing, selecting sample, preparing assignment maps, developing interview schedule, printing interview and training materials, interviewing cost (recruitment, training, callbacks, and travel), editing, coding, punching, tabulating, telephoning, reproducing report (Item G), and report writing. Cost in Item 1 includes payment for interviewers.
	FOR ADDITIONAL OTHER COSTS USE A SEPARATE PAGE.
M.	INDIRECT COSTS — Show detail calculation of the indirect costs.
O.	COST SHARING BY THE UNIVERSITY — Show details of the university share calculation.
P.	MATCHING SHARE OF THE COOPERATOR — List names and funding.

APPENDIX E

Checklist for Outgoing Proposals

Request for Leave Forms

Travel Voucher (State of Texas)

Authority to Travel at University Expense

Mileage Statement (Driving out of Town or for Local Travel)

Consultant Forms

CHECKLIST FOR OUTGOING PROPOSALS

Faculty members who are preparing proposals to be submitted to granting agencies for either research or to conduct an institute should consider the following items during the preparatory period. This checklist is intended as a guide to insure that appropriate institutional procedures and policies will be honored; it also insures proper conformance to guidelines set forth in materials from granting agencies.

____ Insure compliance with agency suggestions concerning format of proposal. Include an elaboration on unusual or experimental procedures; clarification of terminology; and reviews of related research or other supporting documents.

____ As nearly as possible, obtain commitments from local faculty and staff members for the portions of their time necessary to the proper conduct of the proposed project if it should be granted.

____ Make arrangements for required space in which to conduct the project with the department head or division chairman. Do not overlook space to house secretarial assistance and student assistants. If the proposed project is an institute, insure the grant award date will be early enough to allow for reservation of classrooms and seminar rooms, and to make housing arrangements for participants.

____ Visiting Lecturers and/or Consultants should be contacted to insure their availability and willingness to cooperate in the project.

____ The budget for the project should be realistic in all respects. Items listed should be pertinent to the project and not in conflict with agency or College regulations regarding purchase of equipment or excessive allowances, etc. The Office of Federal Programs will be able to aid the proposal writer in budget structure with regard to salaries, retirement costs, supplies, materials, and other required charges.

____ If the proposed project budget includes the purchase of required supplies, materials, or services, be certain the latest prices are quoted, or where price projections for the program period

are available; these should be used in place of current prices.

___ After the final draft of the proposal has been prepared and proofread by the writer, the proposal should be delivered to the Vice President for Academic Affairs and then to the Office of Federal Programs for final checking and reproduction. Normally 10 copies are reproduced in excess of the required number to be sent to the granting agency.

___ Check with the Office of Grants and Contracts concerning matching funds and indirect cost sharing.

___ Secure the approval of the Vice President for Academic Affairs, the Director of Federal Programs, and the fiscal officer before getting final sign off or signature.

___ The required number of completed (consult guidelines from granting agencies) proposals should be packaged, addressed, and sent by registered air mail to granting agency.

TEXAS SOUTHERN UNIVERSITY

HOUSTON, TEXAS

OFFICE OF THE PRESIDENT

REQUEST FOR LEAVE

_____
Date

_____ _____
Name *Area or Department*

I desire to be absent from my duties as _____

from _____ through _____
Time, Day and Date *Time, Day and Date*

for the following reasons: (*See reverse side for instructions*)

☐ Authorized Vacation. I have _____ hours of accrued vacation. I desire to use _____ hours of this time.

☐ Personal Illness. I have _____ hours of accrued sick leave. I desire to use _____ hours of this time.

☐ Other (Please explain) _____

_____

_____

_____

During my absence my duties will be carried out in the following manner:

_____

_____

Signed by _____ _____
(Person to be absent) *(Person left in charge)*

I have determined that the arrangements made for the discharging of the responsibilities of the applicant during the period of leave (are/are not) _____ satisfactory.

Signed: _____
Head of Department or Office

Approved	Disapproved		
( )	( )	_____	_____ *Title*
( )	( )	_____	_____ *Title*
( )	( )	_____	_____ *Title*
( )	( )	_____	_____ *Title*

☐ Instructional
☐ Non-Instructional

30

☐ With pay or Compensating time off
☐ Without pay

This form will be completed whenever you are away from the University for any of the following reasons:

1. *Authorized Vacation.* You must show the total hours of accrued vacation and the total hours of vacation that you desire to use. (Example: I have 80 hours of accrued vacation. I desire to use 40 hours of this time.) Vacation time is accrued at the rate of eight (8) hours per month (one working day) up to a maximum of 80 hours per year (10 working days per year).

2. *Personal Illness.* Show the total amount of accrued sick leave and the number of hours you desire to use. Note: For illness of more than three (3) working days, a statement from the attending physician must be attached. Sick leave is accrued at the rate of eight (8) hours per month (one working day) up to a maximum of 480 hours (60 working days.)

3. *Other absences,* except authorized travel for which you will be reimbursed by the University. Reimbursed travel should be requested on "Authority to Travel at University Expense" forms.

Note: Complete and forward through channels in four (4) copies. A copy indicating the action taken thereon will be returned to you. Whether or not the leave is with or without pay will also be indicated.

This form should be completed before the leave is taken. All dates are inclusive

Comptroller's Voucher No.	Fund No.	Dept. No.	Appropriation No.

Expenditure Account No.

Comptroller's		Departmental	
Account No.	Amount	Account No.	Amount
25			

STATE OF TEXAS
TRAVEL VOUCHER

AMOUNT

Pay to _____

Address _____

State Agency _____

DESIGNATED HEADQUARTERS _____

DATES COVERED BY THE ACCOUNT: FROM _____ TO _____
(Both dates inclusive)

Departmental Voucher No. _____ Warrant No. _____

EMPLOYEE TO KEEP EXTRA COPY FOR INCOME TAX PURPOSES
(Account must be rendered in duplicate)

Date Paid _____

DISTRIBUTION	Amount
FARES—PUBLIC TRANSPORTATION—TAXI (attach receipts)*	
PERSONAL CAR MILEAGE, ... Miles @ 10¢	
PER DIEM ALLOWANCE and/or MEALS & LODGING	
OTHER TRAVELING EXPENSE (itemize)	
TOTAL	$

*Tax Exemption status must be shown on Receipts

THE STATE OF TEXAS

COUNTY OF _____

I certify that the expense account above rendered totaling _____ is true, correct and unpaid.

_____ Signature of Claimant

Agency Approval—

Date Approved for Payment _____ 19____

Name	Title	Name	Title
Name	Title	Name	Title

NOTE: Do not charge such items as miscellaneous, incidentals or unauthorized expenses, as they will not be approved by this Department. Sign all copies.

(SE)

TO BE FILLED OUT BY PERSONS CLAIMING PER DIEM ALLOWANCE IN STATE

LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS BY THIS	AMOUNT
Date	Hour	Min.	m	Date	Hour	Min.	m	Date	Hour	Min.	m	Date	Hour	Min.	m		
1				1													
2				2								18					
3				3								19					
4				4								20					
5				5								21					
6				6								22					
7				7								23					
8				8								24					
9				9								25					
10				10								26					
11				11								27					
12				12								28					
13				13								29					
14				14								30					
15				15								31					
16				16								Total Claimed for In State allowance					

TO BE FILLED OUT BY PERSONS ON OUT OF STATE TRAVEL

ARRIVE STATE LINE				RETURN TO STATE LINE				ARRIVE DESTINATION				LEAVE DESTINATION					NO. OF DAYS	AMOUNT
Date	Hour	Min.	m	Date	Hour	Min.	m	Date	Hour	Min.	m	Date	Hour	Min.	m			
																Claimed for Out of State		$
Total Per Diem Allowance Claimed (Account No. 2630)																		

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED	TOTAL DAILY MILEAGE

TO BE FILLED OUT BY PERSONS CLAIMING PER DIEM ALLOWANCE IN STATE

LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT	LEAVE HEADQUARTERS				ARRIVE HEADQUARTERS				DAYS ON TRAV	AMOUNT
Date	Hour	Min	m	Date	Hour	Min	m			Date	Hour	Min	m	Date	Hour	Min	m		
1				1						17				17					
2				2						18				18					
3				3						19				19					
4				4						20				20					
5				5						21				21					
6				6						22				22					
7				7						23				23					
8				8						24				24					
9				9						25				25					
10				10						26				26					
11				11						27				27					
12				12						28				28					
13				13						29				29					
14				14						30				30					
15				15						31				31					
16				16						Total Claimed for In State allowance									

TO BE FILLED OUT BY PERSONS ON OUT OF STATE TRAVEL

ARRIVE STATE LINE				RETURN TO STATE LINE				ARRIVE DESTINATION				LEAVE DESTINATION					NO. OF DAYS	AMOUNT
Date	Hour	Min	m	Date	Hour	Min	m	Date	Hour	Min	m	Date	Hour	Min	m			
																Claimed for Out of State		$
Total Per Diem Allowance Claimed (Account No. 2530)																		

DATE	RECORD OF TRANSPORTATION AND DUTIES PERFORMED	TOTAL DAILY MILEAGE

TEXAS SOUTHERN UNIVERSITY
HOUSTON

AUTHORITY TO TRAVEL AT UNIVERSITY EXPENSE

Submit this form in quadruplicate. Do not number. Two copies will be returned.

No. _____

I desire to travel as follows:

Where:

When:
(Give details when you will leave, when you will return and period of meeting you desire to attend.)

Fund	
Acc't No.	Date Received
Department	
Approved for Payment	
Code / Classification	Amount

Purpose:
(Mention advantages to the University in return for proposed expenditure.)

If allowed, this trip will be made by: _____
(Give details-railroad, automobile, etc.)

Expense of this travel to be charged to account of: _____

During my absence my duties will be carried out in the following manner: _____

Signed:

_____

Date _____

_____
Department Head

Approved:

Estimated cost of trip $ _____

_____
Dean

Amount requested $ _____

_____
Business Manager

Amount allowed $ _____

_____
Vice President for Academic Affairs

_____
President

Remarks: _____

10M—3-75

Texas Southern University
Urban Resources Center

MILEAGE STATEMENT

Driver: _____

Occupants: _____

ate	From	To	Project	Speedometer Readings		Miles
				Start	End	

oucher Period covered
y this claim: _____

Total Miles _____

Allowance per mile _____¢

Mileage Amount Due $_____

certify that this statement of mileage is correct, that the amount charged for mileage was easonable, necessary, and in discharge of official business; and that the above account or ny part of it has not heretofore been allowed or paid.

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_____
Signature

ja

TEXAS SOUTHERN UNIVERSITY

FEDERAL PROJECTS AND SPECIAL PROGRAMS

CONSULTANT FORM

NAME _____ PROJECT ACCOUNT NO. _____

ADDRESS _____

DATE CONSULTATION STARTS _____ DATE CONSULTATION ENDS _____

CONSULTANTS CERTIFICATE OF TIME TO BE WORKED

I certify that I will work _____ day(s) on behalf of the _____
(Name of Project)

_____ between _____ and _____

in connection with _____

_____

_____

TRANSPORTATION - Bus Rail Air Taxi

DATE:	FROM	TO	TICKET NO.	AMOUNT

HONORARIUM _____

PER DIEM ALLOWANCE (In lieu of Hotel & Meal charges ____ days @ _____

OTHER EXPENSES (Itemize) NOT ALLOWABLE: Porterage, Tips, Entertainment _____

_____

_____

TOTAL $

_____ _____
Signature of Consultant Date

SEND CHECK TO THIS ADDRESS:

_____ _____
Signature of Director

_____

_____ _____
Date